

GLENN COUNTY
Planning & Community Development Services Agency

225 N Tehama Street
Willows, CA 95988
530.934.6546
www.countyofglenn.net



BUILDING PERMIT APPLICATION REQUIREMENTS FOR DEMOLITIONS

Note: A building permit must be obtained for the demolition of any building or a portion thereof. This requirement includes mobile/manufactured/modular homes on a permanent foundation, single-family dwellings, garages, storage units, commercial buildings, etc.

- 1) Completed Glenn County Development/Building permit application.

Please furnish the assessor's parcel number for the project.

- 2) Completed Demolition Permit Asbestos Notification Statement if required. Applicants must sign this form indicating whether or not written asbestos notification to the State is required for their demolition.
 - Please review the attached Asbestos Notification Statement to determine if an "Asbestos NESHAP Notification of Demolition and Renovation Form" must be filed prior to your demolition.
 - If an Asbestos Notification Form is required for your project, a copy of the completed form must be attached to the Demolition Permit Asbestos Notification Statement and submitted along with your building permit application.
- 3.) Plot plan (see included sample)

PLEASE NOTE: Payment is required when you apply for a building permit. We take payment in the form of credit card or check.



DEVELOPMENT PERMIT APPLICATION

MANUFACTURED HOME – YES NO

PROPERTY OWNER / APPLICANT INFORMATION

LANDOWNER'S NAME: _____ ASSESSOR'S PARCEL #: _____
 LANDOWNERS MAILING ADDRESS: _____ PHONE #: _____
 APPLICANTS NAME & ADDRESS: _____ PHONE #: _____
 PROJECT ADDRESS: _____ # OF EXISTING DWELLINGS: _____
 DETAILED PROJECT DESCRIPTION: _____

 ELECTRICAL: ____ PLUMBING: ____ MECHANICAL: ____ BUILDING USE: _____ OWNER EMAIL: _____
I HEREBY AFFIRM UNDER PENALTY OF PERJURY THAT THE INFORMATON PROVIDED HEREIN IS TRUE AND CORRECT:
 SIGNATURE: _____ DATE: _____

CONTRACTOR INFORMATION

CONTRACTOR NAME: _____ PHONE #: _____
 CONTRACTOR ADDRESS: _____ LICENSE #: _____ CLASS: _____
 CONTRACT PRICE: \$ _____ EMAIL: _____ WORKERS COMP: YES: ____ NO: ____

APPLICANT TO CONTACT ALL DEPARTMENTS BELOW FOR ANY REQUIREMENTS PRIOR TO APPLYING FOR A BUILDING PERMIT

PLANNING DIVISION

APPLICATION #: _____ FLOOD ZONE: _____ FLOOD MAP #: _____
 ZONING: _____ REQUIRED SETBACKS: FRONT: _____ SIDE: _____ REAR: _____ HEIGHT: _____
 PLOT PLAN/ SITE PLAN APPROVAL: YES: _____ NO: _____ COMMENT: _____
 AGRICULTURAL STATEMENT: YES: _____ NO: _____ COMMENT: _____
 PERMITTED USE IN ZONE: YES: _____ NO: _____ COMMENT: _____
 APPROVED FOR ISSUANCE BY: _____ DATE: _____

ENVIRONMENTAL HEALTH DEPARTMENT

PROJECT COMPATIBLE WITH WELL: YES: _____ NO: _____ N.F.A.R.: _____
 PROJECT COMPATIBLE WITH SEWAGE DISPOSAL SYSTEM: YES: _____ NO: _____ N.F.A.R.: _____
 COMMERCIAL FOOD FACILITY PLANS APPROVED: YES: _____ NO: _____ N.F.A.R.: _____
 APPROVED FOR ISSUANCE BY: _____ DATE: _____

PUBLIC WORKS DIVISION

PROJECT HAS BEEN SUBMITTED FOR REVIEW AND APPLICANT HAS APPLIED FOR THE FOLLOWING PERMITS:
 APPLICATION #: _____
 ENCROACHMENT: _____ IMPROVEMENT PLAN CHECK: _____ IMPROVEMENT INSPECTION: _____ LANDLEVELING: _____
 APPROVED FOR ISSUANCE BY: _____ DATE: _____

AIR POLLUTION CONTROL DISTRICT

COMMERCIAL CONSTRUCTION AND ANY WORK WHICH WILL EMIT AIRBORNE PARTICULATES MUST BE CLEARED THROUGH THE DEPARTMENT OF AIR POLLUTION CONTROL IN CONNECTION WITH POLLUTION CONTROL REGULATIONS.
 APPROVED FOR ISSUANCE BY: _____ DATE: _____

FIRE AUTHORITY

 (NAME OF DISTRICT) FIRE DISTRICT HAS REVIEWED AND APPROVED THIS APPLICATION FOR DEVELOPMENT PERMIT
 APPROVED FOR ISSUANCE BY: _____ DATE: _____

PRIOR TO APPLYING FOR A BUILDING PERMIT APPLICANT TO CONTACT ALL DEPARTMENTS ABOVE FOR ANY REQUIREMENTS

BUILDING INSPECTION DIVISION

APPLICATION #: _____ PLOT PLAN REQUIRED: YES: _____ NO: _____
 # OF PLANS TO BE FURNISHED: _____ DESIGN OCC. LOAD: _____ CONST. TYPE: _____ OCCUPANCY: _____
 SCHOOL FEES REQUIRED: YES: _____ NO: _____ SCHOOL DISTRICT: _____ AMOUNT: _____
 APPROVED FOR ISSUANCE BY: _____ DATE: _____

How do I get a Building Permit?

First – Prepare!

Prior to submitting for a building permit, check with the following departments. *If requirements of other departments cannot be met, a building permit will not be issued.*

1. Check Planning/Zoning regulations and fees.

Prior to submitting for a building permit, you will need to contact the Planning Department staff in order to determine if your property is zoned for the type of project you want to do and for any permits and fees involved at Planning@countyofglenn.net.

2. Check Environmental Health regulations and fees.

Prior to submitting for a building permit, contact the Environmental Health Department in order to determine if there are regulations that may affect your project and for any permits and fees involved at Environmental@countyofglenn.net.

3. Check Public Works regulations and fees

Prior to submitting for a building permit, contact the Public Works Department to determine if there are regulations that may affect your project and for any permits and fees involved publicworks@countyofglenn.net.

4. Check Air Pollution Control District regulations and fees

Prior to submitting for a building permit, contact the Air Pollution Control District to determine if there are regulations that may affect your project and for any permits and fees involved at APCD@countyofglenn.net.

5. Check with your Fire Authority regulations and fees

Prior to submitting for a building permit, contact your Fire Authority to determine if there are regulations that may affect your project and for any permits and fees involved.

6. Check your flood zone

Check your flood zone at: [FEMA Map Service Center](#). If your home is in a flood zone there will be additional FEMA requirements and costs that may affect your project.

7. Prepare Application Forms, Plans and Supplemental Documents

Prepare a complete building permit application using the **Building Permit Application Completeness Checklist**. All required documents must be submitted together as a **complete package**. ***Incomplete submittals will not be accepted.*** Contact the Building Department to determine if there are regulations that may affect your project and for any fees involved.

Ready to Apply?

Apply

After contacting the above departments and confirming your project will be able to proceed, you will need to gather the development permit application, plans and all supplemental documents (See #7 above). All plans and supplemental documentation are to be provided digitally to gcbuilding@countyofglenn.net.

Pay intake fees

Once plans have been screened for completeness, building department staff will notify you of the plan review fee cost.

Plan Check Review

County and/or outside agency staff review your project to check that it is complete and complies with code requirements. If being reviewed by the outside agency, instructions will be provided on how and where to download your plans for review. If corrections are required, resubmit your plans and documents as instructed by either the County building division or outside agency.

Final Building Permit payment

Once all county departments have approved the project, building department staff will notify you of the final building permit fees due.

Permit Issuance

Permits may be signed by the property owner (with completion of the Owner-Builder form), the authorized agent for the property owner (with completion of the Owner-Builder form), Licensed contractors and an authorized agents for the licensed contractor (if agents has provided a current letter of authorization from the contractor). Instructions will be given on how to download your approved permit, plans and other documentation.

ASBESTOS NOTIFICATION STATEMENT

Demolition Project Location: _____

Assessor's Parcel Number of Demolition Project: _____

Pursuant to section 19827.5 of the California Health and Safety Code, all demolition permit applicants are required to fill out this form.

“19827.5 A demolition permit shall not be issued by any city, county, city and county, or state or local agency which is authorized to issue demolition permits as to any building or other structure except upon the receipt from the permit applicant of a copy of each written asbestos notification regarding the building that has been required to be submitted to the United States Environmental Protection Agency or to a designated state agency, or both, pursuant to Part 61 of Title 40 of the Code of Federal Regulations, or the successor to that part. The permit may be issued without the applicant submitting a copy of the written notification if the applicant declares that the notification is not applicable to the scheduled demolition project. The permitting agency may require the applicant to make the declaration in writing, or it may incorporate the applicant's response on the demolition permit application. Compliance with this section shall not be deemed to supersede any requirement of federal law.”

Attached is a copy of the *Asbestos NESAHF Notification of Demolition and Renovation*, which I have sent to both the US Environmental Protection Agency of California and the California Air Resources Board.

Signature _____ Date _____

OR

I hereby declare that a written asbestos notification to the US Environmental Protection Agency is not applicable to this demolition project.

Signature _____ Date _____



ASBESTOS NESHAP NOTIFICATION OF DEMOLITION AND RENOVATION FORM
Attention – This Form is for Non-Delegated Air Districts in California Only
(More Information <http://www.arb.ca.gov/enf/asbestos/asbestos.htm>)

I. TYPE OF NOTIFICATION: (check one)					
ORIGINAL		CANCELLED		REVISION (IF REVISION, WRITE REVISION #: _____)	
II. FACILITY INFORMATION (Identify Owner, Removal Contractor, and Other Operator)					
Owner Name:					
Address:					
City:		County:		State:	
Contact:				ZIP:	
Asbestos Removal Contractor:				Telephone:	
Address:					
City:				State:	
Contact:		Telephone:		ZIP:	
Demolition Contractor:		Title:			
Address:					
City:				State:	
Contact:		Telephone:		ZIP:	
Demolition Contractor:		Title:			
III. TYPE OF OPERATION: (check one)					
DEMOLITION		ORDERED DEMOLITION		RENOVATION	
EMERGENCY RENOVATION					
IV. IS ASBESTOS PRESENT? (check one)		What Asbestos Containing Materials are Going to be Removed:			
YES NO					
Please attach Asbestos Inspection Report (40 CFR 61.145(a))					
V. NAME OF FACILITY AND DESCRIPTION:					
Address:					
City:		County:		State:	
Site Location:				ZIP:	
Building Size:		Number of Floors:		Age in Years:	
Current Use:		Prior Use(s):			
VI. PROCEDURE, INCLUDING ANALYTICAL METHOD USED TO DETECT THE PRESENCE OF ASBESTOS MATERIAL:					
VII. APPROXIMATE AMOUNT OF ASBESTOS CONTAINING MATERIAL (ACM), INCLUDING:	REGULATED ASBESTOS CONTAINING MATERIALS (RACM) TO BE REMOVED	NONFRIABLE ASBESTOS MATERIAL TO BE REMOVED		NONFRIABLE ASBESTOS MATERIAL NOT TO BE REMOVED	
		Category I	Category II	Category I	Category II
Pipes (Linear Feet):					
Surface Area (Square Feet):					
Volume RACM Off Facility Component (Cubic Feet):					
VIII. SCHEDULED DATES OF DEMOLITION (MM/DD/YY) Start: Complete:					
IX. SCHEDULED DATES OF ASBESTOS REMOVAL (MM/DD/YY) Start: Complete:					
Weekday Work Hours: _____			Weekend Work Hours: _____		

X. DESCRIPTION OF PLANNED DEMOLITION OR RENOVATION WORK, AND METHOD(S) TO BE USED:		
XI. DESCRIPTION OF WORK PRACTICES AND ENGINEERING CONTROLS TO BE USED TO PREVENT EMISSIONS OF ASBESTOS AT THE DEMOLITION AND RENOVATION SITE:		
XII. WASTE TRANSPORTER:		
Name:		
Address:		
City:	State:	ZIP:
Contact Person:	Telephone:	
XIII. NAME OF WASTE DISPOSAL SITE:		
Address:		
City:	State:	Zip:
Telephone:		
XIV. IF DEMOLITION ORDERED BY A GOVERNMENT AGENCY, PLEASE IDENTIFY THE AGENCY BELOW:		
Name:	Title:	
Authority:		
Date of Order (MM/DD/YY):	Date Ordered to Begin (MM/DD/YY):	
XV. FOR EMERGENCY RENOVATIONS		
a) Date and Hour of Emergency (MM/DD/YY):		
b) Description of the Sudden, Unexpected Event:		
c) Explanation of how the event caused unsafe conditions or would cause equipment damage or an unreasonable financial burden:		
XVI. DESCRIPTION OF PROCEDURES TO BE FOLLOWED IN THE EVENT THAT UNEXPECTED ASBESTOS IS FOUND OR PREVIOUSLY NONFRIABLE ASBESTOS MATERIAL BECOMES CRUMBLED, PULVERIZED, OR REDUCED TO POWDER.		
XVII. I CERTIFY THAT AN INDIVIDUAL TRAINED IN THE PROVISIONS OF THIS REGULATION (40 CFR PART 61, SUBPART M) WILL BE ON-SITE DURING THE DEMOLITION OR RENOVATION AND EVIDENCE THAT THE REQUIRED TRAINING HAS BEEN ACCOMPLISHED BY THIS PERSON WILL BE AVAILABLE FOR INSPECTION DURING NORMAL BUSINESS HOURS (REQUIRED 1 YEAR AFTER PROMULGATION)		
_____		_____
(SIGNATURE OF OWNER/OPERATOR)		(DATE)
XVIII. I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT.		
_____		_____
(SIGNATURE OF OWNER/OPERATOR)		(DATE)

PLEASE ATTACH ASBESTOS INSPECTION REPORT

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**IMPORTANT INFORMATION FROM THE UNITED STATES
ENVIRONMENTAL PROTECTION AGENCY
NEW REGULATION ON LEAD**

Effective October 1, 2010: The new rule requires that contractors and maintenance professional's working on pre-1978 housing, child care facilities, and schools with lead based paint be certified; that their employees be trained and that they follow protective work practice standards. The rule applies to renovation, repair, or painting activities affecting more than six (6) square feet of lead-based paint in a room or more than twenty (20) square feet of lead-based paint on the exterior. Enforcement of this rule began October 1, 2010. See EPA website at www.epa.gov/lead for more information.

Glenn County Planning & Community Development Services will require that the attached certification form be completed for all permits involving paint on pre-1978 homes, child care facilities or private schools.

LEAD PAINT NOTIFICATION STATEMENT

Project Address: _____

Assessor's Parcel Number: _____

Pursuant to the United States Environmental Protection Agency (EPA) Lead-Based Paint Renovation, Repair, and Painting Rule, contractors and maintenance professionals working in pre-1978 housing, child care facilities, and schools with lead-based paint must be certified and their employees be trained and follow protective work practice standards. This rule applies to renovation, repair, or painting activities affecting more than six (6) square feet of lead-based paint in a room or more than twenty (20) square feet of lead based paint on the exterior.

Attached is a copy of my Lead-Based Paint Certification No.: _____

Signature: _____ Date: _____

-OR-

I hereby declare that no lead-based paint is present.

Signature: _____ Date: _____

-OR-

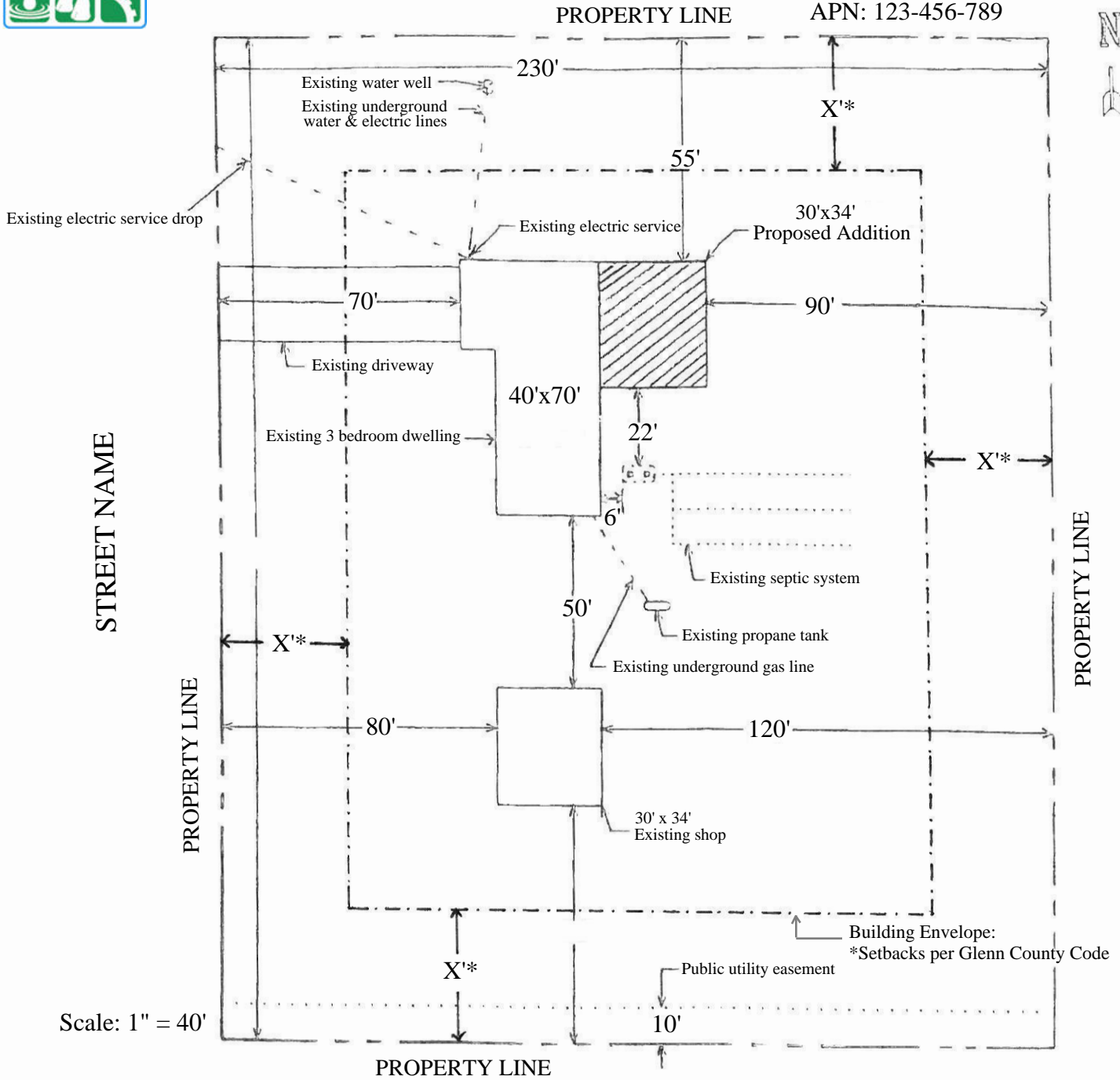
I hereby declare that the renovation, repair, or painting activities will not affect more than six (6) square feet of lead-based paint in a room or more than twenty (20) square feet of lead-based paint on the exterior.

Signature: _____ Date: _____



Plot Plan Example

John Smith
 123 Maple Drive
 Somewhere, CA 55555
 APN: 123-456-789



Scale: 1" = 40'

PLEASE SHOW THE FOLLOWING ON YOUR PLOT PLAN:

- ✓ Location and distance between proposed and existing buildings.
- ✓ Building setback distances from proposed project to all property lines.
- ✓ Building Envelope, with correct setback distances per Glenn County Code.
- ✓ Location of sewage systems (proposed and existing).
- ✓ Water supply or well location.
- ✓ Easements (roads or utilities).
- ✓ North direction arrow.
- ✓ All adjacent street names.
- ✓ Plot plan scale size.
- ✓ Name of property owner.
- ✓ Address of proposed project.
- ✓ Assessor Parcel Number (APN).

SITE PLAN CHECKLIST

The following information must be on your site plan before our department can begin processing your application.

INFORMATION NEEDED FOR COMPLETE MAP	ITEM COMPLETE	ITEM NEEDED	ITEM NOT REQUIRED
Size: The Site Plan must be drawn on minimum 11’x17’ material.			
North Arrow, Date and Scale: Use an engineer’s scale (i.e., 1” to 20’ or 1” to 40’, preferred).			
Streets and Easements: Location and names of all streets and easements bordering on the property with access details.			
Property Lines: All property lines or boundary lines of the parcel with dimensions. Boundary monuments must be exposed for inspection			
Existing and Proposed Development. All existing structures (labeled “existing”) and any proposed structures (labeled “proposed”) with dimensions, square footage and distances from other structures and property lines. The use should be labeled on each structure.			
ACCESS - Parking, Driveways, Bridges: The location, dimensions and surface material of all existing and proposed parking, driveways, and bridges. Please show SRA Turn Outs, Turnarounds, and include length in all dimensions of access (driveway, bridge, etc.)			
Water Wells: The location of existing and proposed water wells on-site If public water will be utilized, a “will-serve” letter must be submit from the service provider.			
Sewers and Septic Tanks: The location of the sewer outlet, public sewer hook-up, or existing and proposed sewage disposal systems If public sewage disposal will be utilized, a “will-serve” letter must be submit from the service provider for new development.			
Storm Drainage: The location of existing and proposed storm drainage facilities (check with Engineering staff regarding design criteria). If subject to flooding, the 100-year flood elevations must be shown. Indicate any unusual topographic features of the site (e.g. steep slopes, or drainage courses).			
Landscaping: The location of existing and proposed landscaping and trees 6” or greater in diameter (note any trees to be removed). Show all proposed landscaping.			
Signs, Fences, Storage and Trash Enclosures: The location of and height of all existing and proposed signs and fences and the location and dimensions of all open and /or enclosed storage and trash receptacles.			
Grading and Contours need to be shown.			
SITE PLANS MUST BE COMPLETE AND LEGIBLE			
Before applying, check your Site Plan to make sure that it contains all of the information cited above. You are encouraged to have one of our counter staff review your draft Site Plan prior to having copies run.			
Faint prints and light blue lines cannot be accepted because they cannot be reproduced or microfilmed.			

Construction Waste Management Plan – CW 1

Project Name: _____

Project Location: _____

Building Permit Number: _____

Project Square Feet: _____

Contractors Name: _____

Contractor's Telephone Number: _____

Owners Name: _____

Owner's Telephone Number: _____

This construction waste management plan is hereby submitted to comply with Section 4.408 of the 2022 California Green Building Standards Code.

The purpose of this plan is to identify and outline the methods to be used as the minimum requirements for a construction waste management plan when the local jurisdiction does not have a construction and demolition waste management ordinance per Section 4.408.

1. The method of waste tracking to be used on this project will be: (Check one box.)

- Volume**
- Weight**
- Four pounds per square feet**
- Recycling Facility**

2. Construction waste generated on this project for transport to a recycling facility will be: (Check appropriate box.)

- Sorted on-site (Source-separated)**
- Bulk mixed (Single stream)**

3. The facility (or facilities) where the construction waste material will be taken is:

Name of Facility: _____

Address: _____

Facilities Telephone: _____

(Attach separate sheet for additional facilities)

4. The following construction methods will be used to reduce the amount of waste generated: (Check all that apply.)

Efficient design (dimensions of building components are designed to available material sizes or standard sizes).

Careful and accurate material ordering.

Careful material handling and storage.

Panelized or prefabricated construction.

Other

Other

5. Waste reduction and recycling strategies shall be discussed at periodic project meetings. Each new _____ that comes onto the site shall be provided with a copy of the Construction Waste Management Plan (CWMP), which shall also be posted in the project office. The _____

shall also instruct all _____ as to the location and proper use of debris boxes for disposal of construction waste materials.

6. Every effort shall be made to use recycling and/or reuse (diversion) measures to reduce the amount of construction waste and other materials sent to landfills. Whenever possible, site-sorted debris boxes shall be used to segregate construction waste materials to maximize the diversion rate.

7. The _____ shall provide debris boxes for materials sorted on-site (source-separated) and/or bulk mixed (single stream) waste for all construction related waste generated on this project. Mixed construction waste shall be taken to a recycling facility that has a diversion rate of at least 65 percent.

In the event that a _____ provides their own debris box, they shall be responsible for providing the

_____ with a monthly report of the total Recycled and Reused (Diverted) and the total Non-Recycled (Disposed) materials to be included in the project's overall waste management/waste reduction program.

8. Any _____ hauling away packaging or waste materials shall notify the _____ of the amount of these materials and how they will be disposed of (reused, recycled, salvaged, or taken to landfill).

9. Identified below are the construction waste materials that will be reused and/or recycled during the course of this project and how they will be diverted:

Material	Diversion Method: (Recycle/Reuse)

(See Construction Waste Management Worksheets for examples of common materials.)

10. The _____ shall track the total amount of construction waste leaving the project by weight or by volume and supply the _____ with copies of tickets or detailed receipts from all loads of construction waste removed from the jobsite.
11. The _____ shall monitor the process of waste management, recycling, and reuse of construction waste materials to ensure compliance with the CWMP during the course of the project.
12. The _____ shall ensure that all supporting documentation which demonstrates compliance with the waste management plan is provided to the local enforcement agency upon completion of the project.

* Insert title of appropriate party or responsible person, which may include, but not be limited to: *Contractor(s), Subcontractor(s), Project Manager(s), Superintendent(s), Supplier(s), or Waste Hauler(s).*

Construction Waste Management Plan - CW-1 (Revised 09/2020)